

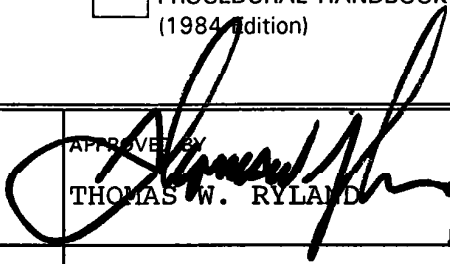
STATE OF CALIFORNIA • DEPARTMENT OF TRANSPORTATION  
**MANUAL CHANGE TRANSMITTAL**  
RW 0001A (REV. 10/93)

☒ R/W MANUAL CHANGE  
(1993 Edition)

RWMC- 10

☐ PROCEDURAL HANDBOOK  
(1984 Edition)

RWPH-\_\_\_\_-\_\_\_\_-\_\_\_\_  
TRANSMITTAL # \_\_\_\_

TITLE <b>APPRAISALS</b>	APPROVED BY  <b>THOMAS W. RYLAND</b>	DATE ISSUED August 31, 1994  PAGE 1 OF 1
SUBJECT AREA <b>Chapter 7 - Appraisals</b>	ISSUING UNIT <b>Appraisal Branch</b>	

**SUMMARY OF CHANGES**

Revised Section 7.11.04.00 - Payment Schedules  
7.01.09.00 - Notice of Decision to Appraise  
Form 7-1 - Parcel Diary Instructions

**PURPOSE**

1. Corrects Chapter 7 to add back Title VI notification.
2. Includes Authorization for Payment of certain OAS fees previously not covered.

**BACKGROUND**

Title VI information to owners were erroneously removed from Chapter 7. Outdoor Advertising Program and Headquarters Appraisals agreed the appropriate way to handle certain OAS fees would be through a change in the Appraisal Chapter.

**PROCEDURES**

Section 7.11.04.00(B) adds new paragraph to discuss basis for making OAS fees  
Section 7.01.09.00(B) adds new paragraph to include Title VI notification. R/W Form 7-1 changes form to include Title VI requirement. Corrects and updates Outdoor Advertising payment schedule.

**EFFECTIVE DATE** Effective immediately.

**MANUAL IMPACT**

- Insert the attached pages in manual.
- Record the action on the "Revision Record."

REVISION SUMMARY

<u>Chapter</u>	<u>Removes old pages</u>	<u>Insert new/revised pages</u>	<u>Replaces Interim changes</u>
7	page 7.01-4	page 7.01-4	N/A
7	page 7.11-3	page 7.11-3 - 7.11-4	N/A
7	RW 7-1 (Instructions)	RW 7-1 (Instructions)	N/A
7	7-EX-14	7-EX-14	N/A

conclusions. This will give a better basis for determining market value and help ensure a sound offer. The appraisers and their District supervisors are responsible for maintaining the fact, spirit and appearance of this independence.

Exceptions to this policy are appropriate in specific instances when the safeguards are demonstrated as unnecessary.

#### **7.01.07.01 Waiver of Dual Appraisal**

Waiver of dual appraisals will only be approved for relatively simple appraisals with adequate supporting data for the value conclusions and ordinarily will not be approved on very high valued parcels.

When the request for a waiver of duals is approved, the single Appraisal Report will require Division review and approval. If the single Report does not clearly demonstrate that the appraisal problem is relatively simple, approval will be withheld by the DORW and a second appraisal will be required. Having to do the second appraisal at the later date may cause a timing problem for meeting right of way certification dates, therefore, the Districts should be certain at the time of the waiver request that the appraisal problem is, in fact, relatively simple and neither complex nor controversial.

The District's written request must include the reasons why a second appraisal is not necessary.

The following are items to consider in determining which parcels are complex or controversial:

- There is a serious question as to highest and best use.
- Market data is inconclusive because of its scarcity and/or absence of established patterns and value conclusions must, therefore, be based primarily on opinion.
- There are substantial improvements not compatible with the highest and best use of the land. In other words, there is a high degree of economic obsolescence.
- A significant portion of the appraised value is severance damages or there is

a substantial question regarding damages or benefits.

- The value of the land is primarily on a development-analysis approach, or there is reliance on a specific plan of proposed development.

#### **7.01.08.00 Donations**

Anticipated donations must first be appraised unless the following apply:

- A. The donation is initiated by the owner, and
- B. The owner, after being informed of the right to receive just compensation, provides the District with a signed statement or letter waiving said right to receive just compensation and releasing the State from its obligation to appraise the property.

If an owner provides a signed statement or letter waiving just compensation but requesting an appraisal, the Notice of Decision to Appraise is not required.

In the past, IRS has indicated that staff appraisers may not be used to appraise donations in excess of \$5,000 which are to be claimed as charitable contributions for Federal tax purposes. The owner should be advised to check with a tax consultant, IRS and/or the Franchise Tax Board if this or other questions of tax implications arise.

Donations may be used as matching fund credit to a Local Agency. This can apply on selected route segments where a local agency is required to match State right of way protection expenditures. The donation must be appraised to establish the contributory value to be credited to the local agency.

#### **7.01.08.01 Credit Toward State's Matching Share**

Section 146(a) of the Surface Transportation and Uniform Relocation Assistance Act of 1987 provides that the fair-market value of land lawfully donated after April 2, 1987, and incorporated into the project, may be used as credit toward the State's matching share for a

Federal-aid highway project. No credit can be allowed for any amount negotiated with the owner which exceeds the appraised fair market value. The credit applies only to bona fide donations. It does not apply to dedications. The fair-market value shall be established by an appraisal made in conformity with the provisions of 49 CFR 24.103 and 24.104, subject to the following conditions:

- A. Increases and decreases in the value of the donated property caused by the project are to be excluded.
- B. The appraisal shall not reflect damages or benefits to remaining property.
- C. The fair-market value shall be established as of the date the donation becomes effective or when equitable title vests in the State, whichever is earlier.

Donated land must be incorporated into the project to be eligible for credit purposes. Donations made by a Federal, State or local government agency are not eligible for project credit purposes.

All appraisals involving donations for credit to State matching funds must otherwise meet the same standards as normal acquisition appraisals. See Chapter 8 for further information related to Acquisition.

#### **7.01.09.00 Notice of Decision to Appraise**

The appraiser must advise the property owner of the State's decision to appraise the property. The notice must be in writing and cover the following:

- A. A specific area is being considered for a particular public use, i.e., the project;
- B. The owner's property is located within the project area; and
- C. All or a portion of the owner's property (which should be generally described) may be acquired for public use. If the appraisal of the property is being made based on the selection of a preferred alternate, the property owner should be

advised that the proposed acquisition is contingent on final environmental clearance.

The letter will offer the owner (or the owner's representative) the opportunity to accompany the appraiser on an inspection of the property. It will give reasonable advance notice.

Enclosed with the letter to the owner will be the following:

- A. Written explanation of the Department's land-acquisition procedures. The booklet "Your Property, Your Transportation Project" will satisfy this requirement; and
- B. Title VI (Civil Rights) survey form and a Title VI brochure.

The Notice and acquisition procedure explanations may be modified as necessary when doing contract appraisal work for other agencies, when the property owner is a governmental agency, etc. Governmental agencies are entitled to written notice, etc., just like a private property owner however, judgement should be used as to the need to send complete notices and packages to the same agency time after time.

#### **7.01.10.00 Parcel Diary**

The appraiser will initiate the Parcel Diary Form RW 7-1 for each ownership. The appraiser shall include all required information covered in the instructions. The form should be initiated by an appropriate entry indicating the date the parcel is assigned for purposes of preparing an appraisal, together with entries documenting parcel data.

#### **7.01.11.00 Responsibility for Providing RAP Information**

The Appraisal Branch is responsible for the following:

- A. The Appraiser, when asked, shall give accurate, basic relocation information to all potential displaced persons who are encountered during the appraisal process.
- B. Pursuant to Federal regulations, the RAP Branch is required to advise

potential displacees of their possible RAP benefits as soon as the occupants are identified. The appraiser is usually the first contact a potential displaced person has with the Department. When an appraisal (primary or alternate) indicates a displacement of people, businesses, and/or personal property, the appraiser is to complete the Parcel Occupancy Data Form RW 7-2 at the time of the first meeting or contact with the owner. This is true whether the displacement would result from the taking of right of way or from the effect of the taking on the remainder. Note that a displacement may occur even though there are no severance damages to the real property (a "consequential" displacement). This form may be modified to cover a residential or business only displacement.

The appraiser is to forward the Parcel Occupancy Data form to the District RAP Branch at the earliest possible date and note in the Parcel Diary the date it was forwarded. The RAP Branch will then provide general relocation assistance information to all potential displacees listed. The RAP Branch will send the Title VI (Civil Rights) Survey form and a Title VI brochure to all known tenants.

The appraiser must immediately notify the appropriate branch (RAP, Acquisition, etc.) and make a parcel diary entry, of information which may affect the displaced person's eligibility for RAP benefits (i.e., the knowledge that an occupant intends to move prior to the date of the first written offer).

- C. Where the appraisal of commercial, industrial, or other properties includes machinery, equipment, fixtures, and/or improvements pertaining to the realty, the appraiser shall, as part of the appraisal report:
1. Itemize for identification: machinery, equipment, and fixtures which are considered realty, as well as those items determined to be Improvements Pertaining to the

Realty (see Sec. 1263.205 of the Eminent Domain Law). RAP will not pay for the relocation of realty.

2. To the extent possible, determine the ownership or claims to ownership of the listed items as between the fee owner and tenants or lessees.
- D. If the primary or alternate appraisal indicates occupied improvements will be acquired or may be acquired as uneconomic remnants (in the market or to the owner), then the State is usually obligated to provide relocation assistance to the habitants (residential or business). In questionable situations, the appraiser shall discuss the situation with the District's RAP Branch.
- E. Actual and Economic Rental Rates (see Section 7.03.08.00, "Rental Rates") - Economic rental rates for all improved properties will be shown in the fair market value appraisal.

#### **7.01.12.00 Legal Opinions**

All appraisals shall consider legal problems involved in the appraisal procedure. Care must be exercised to see they are clearly defined and resolved. The District should consult with the Legal Division, normally through the DORW, when such problems are first encountered. The District may request a legal opinion directly from a local office of the Legal Division generally where an interpretation of a condition or situation is involved.

Any legal opinions involved in the appraisal process shall be documented in the Report. It may be desirable to secure legal opinions on such questions as general and special benefits, compensable damages, extent of larger parcel, personalty versus realty, valuation of dedications, etc. Strictly adhering to this policy will result in minimum loss of time for District personnel and the State's attorneys.

#### **7.01.13.00 Responsibility for Preparation**

Appraisals will only be made by qualified appraisers. Field work and composition will be accomplished by or under the direct supervision

of a Right of Way Agent of at least Associate grade. The agent assisting in the preparation will, at the Districts' option, sign the Title Page and/or a Certificate of Appraiser as discussed in Section 7.02.03.00 E. The appraiser shall personally conduct the inspection of the subject and comparable properties.

#### **7.01.14.00 Cumulative Review Process**

The appraiser's specific investigations, analyses and conclusions will, on completion, be thoroughly reviewed in the field and approved or recommended for approval in accordance with the current delegation, after which it will be submitted to the DORW for review and approval if required or requested.

This cumulative review process is used by Caltrans to ensure consistent standards of quality for staff appraisals. When the appraisal is approved as required, it can then be furnished to the Acquisition Branch. The Appraisal Branch is still responsible for making appropriate adjustments in the appraisal as may be necessary and when requested by the Acquisition Branch.

#### **7.01.15.00 Review Appraiser Concept and Process**

There are limited instances where this concept and its implementation is available to the staff reviewing appraiser.

This process may be used when an independent fee appraiser is employed to prepare a single-acquisition report or, in rare instances, on a staff appraisal. This situation may also be encountered when a local agency hires a fee appraiser, and Caltrans provides appraisal review and approval services.

When the review appraiser finds the report lacking in content, support, reasoning, or conclusion, the reviewer may elect to assume the capacity of review appraiser and supplement the areas considered lacking, including modifying the appraised value. This would be accomplished by written memorandum clearly delineating the areas in question and providing full support and documentation for the reviewer's conclusions. Approval requirements will be in accordance with existing delegations.

#### **7.01.16.00 Approval Authority**

Approval will be in accordance with the existing Delegations as discussed in the Policy Chapter in this Manual and shown in the Exhibit Section. Any approvals not specifically delegated are retained in Division. When appropriate, the District can submit otherwise District-approved appraisals to the DORW. This includes Local Agency Contract appraisals when acquisition is to be performed by the District.

#### **7.01.17.00 Criteria for Use of Independent Fee Appraisers**

When Caltrans uses an Independent Fee Appraiser to prepare a regular acquisition, condemnation, excess land or airspace appraisal, the Independent must have a general "Real Estate Appraiser Certificate" issued in accordance with Title XI of Reform, Recovery and Enforcement Act of 1989 and the State of California Real Estate Appraiser Regulations Title 10, Division 6.5. This requirement also applies to all Federally-aided local streets and roads projects and all special funded projects.

#### **7.01.18.00 Report Processing**

- A. A copy of all District-approved appraisal reports will be forwarded to the Division. This includes Local Assistance contract appraisals when acquisition is to be performed by the District.
- B. Appraisal Reports may contain parcels for both DORW and District approval.
  1. Parcels will be arranged in the report in numerical order regardless of approval authority.
  2. The Title Page submitted in the report will indicate the number of DORW approved parcels and the number of District approved parcels. Two copies of the Title Page will be submitted and one copy will be returned to the District.
  3. The Parcel Summary Sheet will segregate and show subtotals of

cost relating to DORW approved and District approved parcels. A total for all parcels included in the Report will also be shown. Include two copies of the Summary Sheet in all Federal-aid project appraisals.

4. Stamp "HEADQUARTERS APPROVED" on the Form RW 7-4 for each parcel which is Headquarters approved.

#### **7.01.19.00 Letter of Transmittal**

A letter of transmittal is not required for routine submission of Appraisal Reports. A letter is required on resubmission of unapproved Reports or the submission of corrected or revised appraisal pages. In these cases, the letter will briefly summarize the reason for resubmission and corrections made. Sufficient copies of the Transmittal letter shall be forwarded so that duplicate copies may be returned to the District.

#### **7.01.20.00 Records**

The Districts shall provide the DORW with a clear and readable duplicate of each appraisal. Duplicate sets of photographs and exhibits should be used. Diazo prints of maps will be acceptable. Pages requiring District signatures will be copied after the necessary signatures are obtained in the District. The original Appraisal shall be held by the Districts as their Record of Appraisals for the proper retention period. The DORW does not retain appraisals after five years and will not be able to supply duplicates of lost or damaged files.

## **7.02.00.00 - APPRAISALS**

### **7.02.01.00 Federal Project Numbers**

Federal project numbers are required for projects involving Federal participation in Right of Way costs. The Federal project number will appear on the following:

- A. All appraisal correspondence (including a letter of transmittal, if used)
- B. The Front Cover
- C. Appraisal Title Page
- D. Parcel Summary Page
- E. Parcel Appraisal Pages
- F. Appraisal Maps

### **7.02.02.00 Report Identification Numbers**

Appraisal Reports will use Phase 9 Expenditure Authorizations and be numbered in sequence. Each expenditure authorization will have its own series of Report numbers. If an expenditure authorization is subdivided, each new expenditure authorization number will warrant a separate series of numbers. The Title Page will also show the Control Expenditure Authorization.

Project post mile and project limit descriptions of each Report must coincide exactly with Phase 1 Expenditure Authorization limits. Right of Way Planning and Management can provide the most current description.

### **7.02.03.00 Organization, Content and Sequence**

The material in most Reports shall be arranged in the following order as applicable. All pages in the Report shall be numbered consecutively and completed as described.

#### **A. Front Cover**

The DORW copy of the Report will be bound and the information shown on

Exhibit 7-EX-1 will be typed in the upper right-hand corner of the cover sheet.

For a revised parcel, place the word "Revised" and the old Report number in parentheses following the parcel number. All parcels appraised together as a larger parcel will be listed in parentheses under the lowest parcel number of the group, regardless of number sequence.

#### **B. Title Page**

The Title Page will be organized substantially as shown on Exhibit 7-EX-21.

At least two copies of the Title Page will be submitted to the DORW so one can be returned to the District as a receipt. The original and all copies of the Title Page will be bound into the Report, inside the front cover. This procedure provides the District with a positive verification of the DORW having received their copy of the appraisal and any revisions.

Each person signing this page certifies the appraisal has had appropriate review for accuracy and the Report is approved or recommended for approval. Signatures shall be in accordance with current delegations.

The person verifying the calculations certifies that all mathematical calculations have been checked, verifies the accuracy of the maps in comparison with parcel appraisals, and certifies that no typographical errors or content inconsistencies exist in the Report.

The "Remarks" section may recommend referral of the Report to a particular DORW Reviewer who may have particular knowledge of the project or the appraisals involved. Special urgency may be indicated and teletype

advertising message is most often of a national product or of regional interest.

- J. Painted Bulletin--A structure designed to support one or more flat surfaces upon which at least one advertising or other message is painted in whole or substantial part, built on one or more posts imbedded into the ground or attached to the wall or roof of a building.
  - K. Wood Sign--A sign with wood posts.
  - L. Steel Sign--A sign with steel posts.
  - M. Illuminated Sign--A sign with attached lighting fixtures to make the advertising message visible at night.
  - N. Outdoor Advertising Company--This refers to any business or individual who erects or maintains an outdoor advertising display.
  - O. Professional Signs--Well constructed signs with quality materials and workmanship evidenced throughout, providing a uniform appearance and extended physical life with minimum necessary maintenance. The advertising message is normally professionally lettered.
- Schedules A, B, C, D, E, G, and H should be utilized for signs in this classification.
- P. Miscellaneous Signs--Signs normally built with minimum quality and amounts of material and may be characterized by "do it yourself" workmanship. This type of construction tends to shorten physical life and increase the necessity for maintenance over the life of the sign. In many instances, the advertising message is of a nonprofessional type and advertises the sign owner's business.

Signs in this classification should be valued by the use of Schedule F.

#### 7.11.03.00 Process

- A. When starting an appraisal that includes outdoor advertising signs, the appraiser will take the following steps:
  - 1. Send a request to the Outdoor Advertising Branch in Headquarters for determination of the legality of the sign and feasibility of relocation. Use Exhibit 7-11 as a format.
  - 2. When Schedule B is utilized for a special build, send a letter to the sign company requesting the information required on Exhibit 7-12.
- B. If a sign may be relocated onto the grantor's remaining property, the relocation payment should be determined as follows:
  - 1. Poster Panel--Use Schedule C.
  - 2. Special Builds, Painted Bulletins or Urban Rotate Bulletins:
    - a. Obtain an estimate from the sign company by use of Exhibit 7-13, or
    - b. Obtain an estimate from the District Building Cost Estimator, or
    - c. Obtain estimates from at least two sign companies other than the company that owns the sign to be relocated.
- C. For each structure, show the average height of the bottom of the sign panel above the ground (HAGL) on the Outdoor Advertising Structures Page. A close-up photograph of each sign will be included.
- D. The photographs shall be placed in the Appraisal Report immediately following the Summary Page.



E. The appraisal must include the results of the legality and relocation determination from the Outdoor Advertising Branch. When a sign may be relocated, the relocation cost will be shown with the removal (i.e., purchase) cost shown in parentheses. If it is necessary to receive information from the sign company to complete the valuation and it is not available by the time the Appraisal Report is ready for completion, the sign will be listed in the "Summary" with the valuation space showing "N.A.". The Remarks section should state when the letter was sent to the sign company.

F. Signs within the existing right of way are not entitled to payment but will be listed in the Summary of Outdoor Advertising Signs at a zero value.

G. Signs located on property under Williamson Act (Government Code Sections 51200-51295) contract as an agricultural preserve may or may not be compensable, depending primarily on when they were erected.

1. A structure erected on property after the land is placed in an agricultural preserve is illegal and payment must not be made for its removal. Removal of such structure should be enforced by the county or the local entity as a party to the Williamson Act contract. It will be listed on the Summary Page.

2. Property placed in an agricultural preserve with an existing structure in place.

Generally, the Surface Transportation Act of 1978 requires payment for the removal of any structure located adjacent to an Interstate or Primary highway, if it was legally placed prior to November 6, 1978. Not all aspects of the compensation provisions are clear. These payment provisions do not apply to structures located adjacent to highways not included in the Interstate or Primary systems. The District should seek advice from the Legal Division prior

to proceeding with the appraisal and acquisition of signs in these locations.

#### 7.11.04.00 Payment Schedules/Application Renewal Permit Fees

A. The sign payment schedules (see Exhibit 7-14) are to be used as follows:

- Schedule A--Payment Schedule for Poster Panel Removal (straight or offset single and double plus roof top).
- Schedule B--Payment for "Special Build" removal and relocation of "Special Builds", Painted Bulletins (Professional and Miscellaneous), and Urban "Rotate" Bulletins based on sign owner cost claims.
- Schedule C--Payment Schedule for Relocating Poster Panels onto Adjacent Property.
- Schedule D--Payment Schedule for Urban "Rotate" Bulletin Removal. Painted Bulletins that do not fall under the definition of an Urban "Rotate" should be covered by Schedules B, E, or F.
- Schedule E--Payment Schedule for the removal of Painted Bulletins in the "Professional" category.

This schedule is to provide a basis for payments in lieu of appraisals or cost claims (Schedule B) for painted bulletins not falling under the definition of Rotate Bulletin (Schedule D) or "Miscellaneous" Sign (Schedule F).

- Schedule F--Payment Schedule for "Miscellaneous" Sign Removal.
- Schedule G--Payment Schedule for 8-Sheet Poster Panel Removal.
- Schedule H--Payment Schedule for Relocating 8-Sheet Poster Panels onto Adjacent Property.

B. When the department is using a payment schedule to relocate an outdoor advertising sign onto the remainder, the permit holder is required to apply for a permit at the new location. Per section 5486 of Business and

Professions Code, Division 3, Chapter 2, Article 10, each new application for a permit must be accompanied by a \$300.00 application fee and \$20.00 renewal fee, for a total of \$320.00. Appraisers will add this amount to the schedule payment, on form 7-8, and reference this section of the manual as the basis. Further information regarding this payment should be directed to the Outdoor Advertising Program in headquarters.

[illegible]

## RW 7-1 (8/94)

Page 2 of 2

[illegible]

## **APPRAISAL—ACQUISITION PARCEL DIARY INSTRUCTIONS**

A diary must be maintained for each ownership. The diary is to be a comprehensive history commencing with appraisal assignment and concluding with the ownership closure. Each entry is to be a concise resume of each contact or other development in the acquisition history. The diary shall reflect the offer and status of the agent's contacts and conversations with all interested parties.

### **Each entry shall:**

1. be made immediately after each contact.
2. be legible and written in ink or typed.
3. be dated and signed (initialing is permissible after the initial entry which must be by signature).
4. list each person contacted, the respective interest, and location of each contact.

### **The appraiser shall:**

1. log the appraisal assignment.
2. initiate the diary by completing the first 5 lines of page 1.
3. document invitations extended to property owners, business owners or any other person to accompany appraiser on inspection of the property.
4. document sending the Title VI (Civil Rights) Survey form and a Title VI brochure to the property owners.
5. document the physical inspection of the property.
6. list pertinent and useful information not included in the appraisal report.
7. forward diary to the Acquisition Unit with the approved appraisal.
8. if the appraisal has been prepared for a loss of goodwill, initiate the diary for such loss (Business Goodwill Diary Form RW 7-23).

### **The acquisition agent shall:**

1. log the date of the acquisition assignment.
2. personally contact all property owners. Acquisition discussions should not be conducted by mail except as provided in Section \_\_\_\_\_. In most instances, property owners residing in California should be personally contacted by a Acquisition Agent and any circumstances precluding this action are to be shown in the agent's diary. Document any delay exceeding 30 days from appraisal approval to initial call when price is discussed.
3. indicate all current offers, including counter offers, in terms of money and/or other consideration(s).
4. list any change in offer and authority for change.
5. list reasons settlement cannot be reached.
6. note all condemnation data including administrative authorizations of any kind.
7. document any request for administrative settlement and approval.
8. include entries reflecting relocation assistance program information, relocation payments, and reactions to same from owners and/or tenants and their specific interests.
9. note conclusion of the Acquisition and preparation of Form RW 8-12 "Memorandum of Settlement".

The dairy will remain with the agent's individual ownership file until the ownership is acquired and thereafter shall become part of the district's permanent file.

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**SCHEDULE A**

**PAYMENT SCHEDULE FOR POSTER PANEL REMOVAL**

	<u>Unilluminated</u>	<u>Illuminated</u>
Straight Single Poster Panel	\$10,040	\$10,885
Offset Single Poster Panel	10,876	11,742
Straight Double Poster Panel	12,190	13,517
Offset Double Poster Panel	13,039	14,371
Roof Top Poster Panel		14,598

- Adjustments:
1. For single signs on wood structures deduct \$1,004.
  2. For back-to-back signs on wood structures deduct \$1,218.

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**SCHEDULE B****SCHEDULE FOR SIGN PAYMENT BASED ON ITEMS OF DIRECT COST**

Labor	Equipment
Materials	Permits
Materials Handling	Outside Engineering

The cost of rotating sections shall be excluded in computing the direct costs of Urban "Rotate" Bulletins.

**SCHEDULE C****PAYMENT SCHEDULE FOR RELOCATING  
POSTER PANELS ONTO ADJACENT PROPERTY**

	<u>Unilluminated</u>	<u>Illuminated</u>
Straight Single Poster Panel	\$7,030	\$7,622
Offset Single Poster Panel	7,610	8,224
Straight Double Poster Panel	8,535	9,460
Offset Double Poster Panel	9,131	10,063
Roof Top Poster Panel		10,218

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**SCHEDULE D**

**PAYMENT SCHEDULE FOR URBAN "ROTATE" BULLETINS**

Single Face	\$48,672
Double Face	\$61,066

**ADJUSTMENTS**

**Wood Structures**

If the sign is constructed of wood, deduct 10 percent from the scheduled amount.

**Poster Panel Back-ups**

For each standard 12' x 25' poster panel reverse facing, add \$5,006 if unilluminated or \$5,462 if illuminated.

**Painted Bulletin Back-ups**

For painted bulletin reverse facings that are less than the standard size of the front facing, multiply the square foot area of the back-up by 50 percent of the appropriate square foot figure shown in the "Good" category from Schedule "E".

**Roof Top Urban "Rotate" Bulletins**

Roof Top Urban "Rotate" Bulletins should be valued under Schedule B.

**Embellishments**

No adjustments in payment will be made for embellishing features, special lighting effects, freestanding letters, or space extensions over the standard advertising panel.

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**SIGNBOARD DEPRECIATION SCHEDULE  
FOR USE WITH SCHEDULES "E" AND "F"**

CATEGORY	DESCRIPTION
Good	A sign will fall into this category when it is expected to have a remaining life of five or more years, the structure supporting the advertising panel is basically sound and the condition of the advertising copy is new or maintained in a reasonably good condition. The structure may show weathering and wear and tear curable with normal maintenance.
Fair	A sign in this category is one which extensive repair or replacing of uprights, stringers or metal parts is required because of deferred maintenance beyond that which is normal in the advertising business in the area or on which the copy is badly faded, blank or painted out. The sign is expected to have a remaining life of five or more years.
Poor	Signs in this category are those in an unsound condition when severe deterioration is evident, or it is apparent that the remaining life of the sign will not extend beyond five years because of imminent development on the property or adjacent property, or because of obstruction of view by growth of trees or shrubbery off of the sign site.

## SCHEDULE E

Adjustments:

- |  |  |
|--|--|
| 1. ReflectORIZED Material:   | To that portion of the sign that is reflectORIZED.                           |
| Category*  |  |
| Good -   | Add \$5.12/SF to the unilluminated square foot figure.                       |
| Fair -   | Add \$3.94/SF to the unilluminated square foot figure.                       |
| Poor -   | Add \$2.21/SF to the unilluminated square foot figure.                       |
| 2. For 12' x 25' Poster Panel Back-up on Wood Structures:          |  |
| Category*  |  |
| Good -   | Add <u>Unilluminated</u> \$4,527 <u>Illuminated</u> \$4,901                  |
| Fair -   | Add 3,520 3,808  |
| Poor -   | Add 2,015 2,180  |
| 3. For 12' x 25' Poster Panel Back-up on Steel Structures:         |  |
| Category*  |  |
| Good -   | Add <u>Unilluminated</u> \$5,005 <u>Illuminated</u> \$5,441                  |
| Fair -   | Add 3,519 4,332  |
| Poor -   | Add 2,232 2,420  |
| 4. For Painted Bulletin Back-up:                                   | Multiply SF area of back-up by 50 percent of appropriate square foot figure. |
| *See Depreciation Schedule for description of good, fair and poor. |  |

**SCHEDULE F**

**PAYMENT SCHEDULE FOR MISCELLANEOUS SIGNS**

Category*	Structure	WOOD CONSTRUCTION			STEEL CONSTRUCTION		
	Area in Sq. Ft.	1 to 100	101 to 200	201 and Larger	1 to 100	101 to 200	201 and Larger
Good	\$ per Sq. Ft.	24.09	20.66	17.72	29.68	25.41	21.65
Fair	of Sign Face	18.77	16.06	13.74	22.45	19.77	16.91
Poor		10.73	9.15	7.85	13.16	11.30	9.70

**Adjustments:**

1. ReflectORIZED Material: To that portion of the sign that is reflectORIZED.  
 Category\*  
 Good - Add \$5.12/SF to the appropriate SF figure shown above.  
 Fair - Add \$3.94/SF to the appropriate SF figure shown above.  
 Poor - Add \$2.21/SF to the appropriate SF figure shown above.
2. For Painted Bulletin Back-up: Multiply SF area of back-up by 50 percent of appropriate SF figure shown above.
3. Illumination:  
 Category\*  
 Good - Add \$6.03/SF to the appropriate SF figure shown above.  
 Fair - Add \$4.68/SF to the appropriate SF figure shown above.  
 Poor - Add \$2.66/SF to the appropriate SF figure shown above.

\* See Depreciation Schedule for description of good, fair and poor.

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**SCHEDULE G**

**PAYMENT SCHEDULE FOR 8-SHEET POSTER PANEL REMOVAL**

**Unilluminated**

Straight Single	\$2,771
Offset Single	2,975
Straight Double	3,362
Offset Double	3,600

- Adjustments: 1. For single signs on wood structures deduct \$278.
2. For back-to-back signs on wood structures deduct \$337.

**SCHEDULE H**

**PAYMENT SCHEDULE FOR RELOCATING 8-SHEET POSTER PANELS ONTO ADJACENT PROPERTY**

**Unilluminated**

Straight Single	\$1,941
Offset Single	2,098
Straight Double	2,354
Offset Double	2,522

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